Clinic for the Rehabilitation of Wildlife

Job Description

Job title: **Wildlife Rehabilitation Supervisor**

Work Location: **Hospital & CROW Campus**

Department: **Hospital**

Reports to: **Hospital Practice Manager**

Full-time, Non-Exempt

Essential Duties and Responsibilities:

- Directly supervise the rehabilitation department, rehabilitation grounds, and rehabilitative staff.
- Supervise and participate daily in the rehabilitation of patients housed outdoors, downstairs, and in neonate rooms, including medical rechecks and administration of any treatments under the supervision of the Senior Staff Veterinarian. Assist with the primary care for infant mammals and birds, including after-hours feedings as needed. Supervise volunteer foster program for neonates and implement enrichment programs for patients in rehabilitation.
- Supervise and participate daily in the care of sea turtle patients and assists veterinary staff with treatments as needed. Ensures accurate husbandry records are kept for permit reporting.
- Supervise and participate daily with cleaning and maintenance of cages, grounds, pool systems, sea turtle tanks/LSS, lower level of hospital, and all equipment/supplies necessary for cleaning of enclosures and grounds.
- Supervise the scheduled maintenance program for the outside cages, pools and tanks, and habitat/environment planning and schedules maintenance of outside compounds in conjunction with the Facilities and Maintenance Manager.
- Provide daily care for animal ambassadors housed at the clinic, including training of ambassador animals. Oversee care of Visitor Education Center animals, including medical rechecks in conjunction with the Senior Staff Veterinarian. Supervises and trains appropriate staff and interns in ambassador animal care.
- Participate in daily report to Veterinarians on all patients' rehabilitation progress and presents case rounds on all rehab patients
- Complete and manages accurate medical records, including dispositions and reports.
- Assist with primary and secondary instruction and oversight of all CROW interns, externs, and volunteers. Supervise and lead training programs for all rehabilitation department volunteers in conjunction with the Volunteer Coordinator.
- Assist the veterinary team and Hospital Practice Manager, as directed, with patient care and updating related protocols.
- Supervise the coordination of rehabilitation patient releases, transfers and rescues in conjunction with Rescue and Release Coordinator(s).
- Assist in rehabilitation department inventory and ordering needs of supplies and patient food required in conjunction with the Hospital Practice Manager.
- Meet regularly with Hospital Practice Manager to provide a progress report from rehabilitation department.
- Assist as needed with patient admissions (answering phones, coordinating patient rescue/transport, creating medical records and updating electronic database).
- Give presentations in the Visitor Education Center and "CROW Campus" tours as needed to assist education staff.
- Assist as needed with intensive care patient treatments under the supervision of veterinary technicians and veterinary staff.
- Assist the veterinary team and Hospital Practice Manager with other duties as required.
- Other duties as assigned.

Education and/or Work Experience

- Extensive wildlife rehabilitation skills with a minimum of 6 years of related experience. Prior experience with aquarium life support systems and/or sea turtle rehabilitation experience is highly preferred.
- Excellent verbal, written, supervisory, and interpersonal communication skills.
- Knowledge of office equipment and software systems including Microsoft Word, Excel, and Outlook.
- Must be able to work efficiently, accurately, independently, and be able to multi-task and meet deadlines.
- Must be a team player with positive attitude and willingness to teach students and staff.
- Must be able to work cooperatively with co-workers, volunteers, and the public.

Physical Requirements:

- Ability to safely and successfully perform the essential job functions consistent with the ADA,FMLA and other federal, state,

and local standards. Including meeting qualitative and/or quantitative productivity standards.

- Ability to maintain regular, punctual attendance consistent with ADA, FMLA, and other federal, state, and local standards.
- Must be able to talk, listen, and speak clearly.
- Required to stand, walk, and may have to climb and/or balance. Must frequently lift and move up to 50 pounds.

How to Apply:
Please submit resume, letter of intent, and 3 professional references to Dr. Jessica Comolli at jcomolli@crowclinic.org

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